

## ABSTRACT

An enlarging or reducing template (1) for use in copying an image (10). The template (1) is formed from a sheet of material on which a series of individually identifiable regions (3) is marked. Each region (3) has a shape and area related by a scaling factor (8) to an output sheet size or imaging region (25) of a copying machine (20). The scaling factor (8) respectively corresponding to each region (3) is indicated on the sheet (1). The scaling factor (8) required to perform a copying operation on the copying machine (20) in respect of an original image (10) can be determined by reference to the regions (3) on the template (1).